**Radius Notes**

1. The Radius database is intended as a recruiting and admissions management tool. Data go back to 2013 (though may be incomplete in earlier years as programs transitioned from spreadsheets managed by individual programs to Radius). New inquiries and applications generate additional records in the system.
2. The Radius database is composed of tables, including:

Inquiries: Records of student inquiries about admissions and academic programs. May be generated when a student completes an external form on a website or when a form is hand-entered by an assistant director or admissions counselor for a student making a phone or in-person inquiry. So primary key is not an A number.

Contacts: Records of potential applicants. Note that inquiries may not automatically correspond to a person in the Contacts table. People in the Inquiries table are only periodically added to Contacts. The unique identifier is student ID or A number.

Contact Log: has a many-to-one relationship to each contact, indicating contacts between College staff and the contact.

Application: has a many-to-one relationship to each contact, indicating information about each application.

1. Data are reported out of Radius in views. Views may be shared or kept private. They are essentially queries. To select a view, use the drop-down box. To generate a view in Contacts, click on the View button and select “Create”. You can also use the View button to edit the view query or to copy it or share it with others.
2. One can use Note and Touches in order to add notes about a contact.
3. Inquiry forms: These are the forms used to enter new contacts. Amanda and Jo can assist in editing or creating these forms.
4. Note the Confidentiality field on the Contacts record, indicating that the data for that contact must be kept confidential at contact’s request.
5. Radius is connected to Banner. Information updates made in Banner are made to Radius twice a day, at 12:30 p.m. and 10:00 p.m.
6. Applications get moved to Banner from Radius at 10 am every morning
7. Radius queries are built on Boolean operators rather than on SQL.
8. Note that Radius has some unusual field names, owing to the contractor who created the system at Evergreen.
9. The Contacts module is the central node or module of the Radius system
10. Include Amanda Mobb on conversations about communication strategies for MPA program. Generally they will require her input.
11. Use “Print Registration” to get updated information on application files that were closed without being completed.